

**Grant Narrative for Forest Stewardship and  
Urban and Community Forestry Programs  
[State] Division of Forestry  
FY 2011**

This grant application includes S&PF Program and project elements within Cooperative Forestry Assistance Act (CFAA) authorities (see award letter). The work outlined here supports the current [State] Statewide Forest Resource Strategy (June, 2010) and the following national S&PF priorities: conserve and manage working forest landscapes for multiple values and uses, protect forests from threats, and enhance public benefits from trees and forests. This narrative provides additional detail to accompany the Standard Forms (SF) 424 and 424A, including lead contacts, purpose, scope of work, methodology and timeline, accomplishment reporting, and budget information.

**Grant Period:** October 1, 2010 – September 30, 2012

**Grant Components and Amount:**

<b>S&amp;PF Program/Project</b>	<b>FSP</b>	<b>UCF</b>	<b>Fed. Total</b>
<b>Integrated Project</b>			
Maintaining forest benefits in urbanizing landscapes	30,000	30,000	<b>60,000</b>
<b>Stewardship Program</b>			
Regular Program Activities	200,000		<b>200,000</b>
<b>Urban &amp; Community Forestry</b>			
Regular Program Activities		270,000	<b>270,000</b>
<b>TOTAL</b>	<b>230,000</b>	<b>300,000</b>	<b>\$530,000</b>

S&PF Program fund codes: FSP = Forest Stewardship, UCF = Urban and Community Forestry

**Grant Narrative for Maintaining Forest Benefits in Urbanizing Landscapes Project**  
**[State] Division of Forestry**  
**FY 2011**

**Lead Contacts:**

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**Purpose:**

The wildland–urban interface (WUI) is the area where houses meet or intermingle with undeveloped wildland vegetation. The WUI is thus a focal area for human–environment conflicts, such as the destruction of homes by wildfires, habitat fragmentation, introduction of exotic species, and biodiversity decline. The WUI in the conterminous United States covers 719,156 square miles (9% of land area) and contains 44.8 million housing units (39% of all houses). In [State], the WUI covers 600,000 acres and is projected to cover 1,000,000 acres by the year 2030. With the expansion of the WUI comes significant parcelization and fragmentation of forest land, which impacts the numerous public benefits and services that such forests provide. [State]’s Statewide Forest Resource Assessment identified this as a key state issue and this project was developed in response to Strategy 6.2 (June, 2010), which establishes the goal of maintaining forest benefits and services in urbanizing landscapes.

**Scope of Work:**

This project will contribute to the goal of maintaining forest benefits in urbanizing landscapes through training and technical assistance for local governments and tree commissions, as well as communications efforts that target private landowners who own between 2 and 10 acres of forest land. The work will involve a collaborative effort between the [State] Division of Forestry’s urban foresters and service foresters to do the following:

Objective 1: Work with local government officials, tree commissioners, and private landowners to raise awareness of forest benefits that are threatened by urbanization.

Objective 2: Work with local governments to consider priority forest areas (identified in the Statewide Forest Resource Assessment) in their land-use planning.

Objective 3: Facilitate coordinated forest management between community-managed forest areas and adjacent private properties.

This project will be implemented in at least five of [State]’s WUI priority areas as identified in the Statewide Forest Resource Assessment.

**Methodology and Timeline:**

The project’s objectives will be accomplished through the following activities (organized by S&PF Program funding type). The work will be completed primarily by state urban foresters and service foresters, working in partnership with local government and county extension personnel.

*Urban and Community Forestry*

- a. Host at least 10 workshops for community officials (e.g., city arborists, tree commissioners) to raise awareness of forest-related issues unique to WUI areas, and the potential role local governments can play in addressing those issues.

- b. Work with city planners and planning commissions in at least 5 communities to incorporate the conservation and connectivity of priority forest areas, identified in the State Assessment, into the zoning ordinances or other land-use planning tools.
- c. Provide technical assistance to local governments in at least 2 communities for management of community parks to complement nearby private forest management (in coordination with private landowner assistance around local parks described below).

#### *Forest Stewardship*

- a. Develop a WUI factsheet for private forest landowners to highlights [State]'s WUI issues related to forest benefits and services and forest threats. Market and distribute factsheets in the same WUI priority forest areas as the UCF activities (above).
- b. Coordinate with county foresters to conduct at least 10 landowner workshops focused on the forest-related issues and maintenance of forest benefits and services in WUI areas.
- c. Provide targeted one-on-one assistance to landowners with over 2 acres of forest land located within a 1-mile radius of the local parks in 2 communities.

This integrated WUI project will begin on October 1, 2010 and be completed by December 31, 2011. A more specific timeline is as follows:

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Planning														
			Workshops with community officials (1 per month)											
							Work with city planners							
			Provide technical assistance to local governments (ongoing)											
	Design factsheet			Distribute WUI factsheet to citizens and officials										
			Conduct landowner workshops											
							Landowner assistance							
												Reporting		

#### **Accomplishment Reporting:**

The following accomplishment measures will be reported annually and when work is completed according to agency guidance for the Performance Progress Report (SF-PPR).

Accomplishment Measure	Measure Type*	Grant Target
Acres of forests being managed sustainably	National	400
Acres of forests restored and protected from invasive plants	National	300
Percent of population served under active urban forest management plan (number of communities)	National	75 % (5)
Number of people (in person days) engaged in environmental stewardship activities	National	20
Acres of connected forest resulted from WUI project	National	200

\* Measure Type: National = National S&PF Program accomplishment/performance reporting measure

**Budget:**

This table provides additional budget information to complement the SF 424A summary.

Budget Items by SF 424A Object Class Categories	Federal \$	State Match \$	Other Match \$	Source of "Other Match"
<b>a. Personnel</b>	50,000	40,000	10,000	County Extension
<b>b. Fringe Benefits</b>	7,000	10,000		
<b>c. Travel</b>				
In-state workshop travel	2,000			
<b>d. Equipment</b>				
<b>e. Supplies</b>				
<b>f. Contractual</b>				
<b>g. Construction</b>				
<b>h. Other</b>				
In-house design of WUI brochure	500			
In-house printing of WUI brochure	500			
<b>i. Total Direct Charges</b> (sum of a-h)	60,000	50,000	10,000	
<b>j. Indirect Charges</b>				
<b>k. Totals</b> (i + j)	60,000	50,000	10,000	
<b>l. Program Income</b>				

**Grant Narrative for Forest Stewardship Program  
[State] Division of Forestry  
FY 2011**

**Lead Contact:**

Jane Doe, CFM Coordinator: 625-454-5674, jdoe@forest.gov, 625-454-5679 (fax)

Greg Smith, Budget Shop: 625-454-5672, gsmith@forest.gov, 625-454-5679 (fax)

**Purpose:**

The purpose of the Forest Stewardship Program is to encourage the long-term stewardship of non-industrial private forest lands by assisting the owners of such lands to more actively manage their forest and related resources. [State]'s Forest Stewardship Program contributes to strategies 1.2, 5.3, and 6.1 in the [State] Forest Resource Strategy (June, 2010).

**Scope of Work:**

Funding will be used for technical assistance to landowners, delivered through the Division of Forestry's 15 Service Foresters. These foresters work closely with woodland owners across the state. The rural forest land priority areas identified in the [State] Forest Resource Assessment will help guide the foresters in meeting with landowners and creating Stewardship Plans that are built around the landowners' goals while fulfilling the requirements of the Stewardship Program.

**Methodology and Timeline:**

The cooperation of other agencies and partners such as the National Wild Turkey Federation, the USDA Natural Resource Conservation Service (NRCS), State Extension, the County Soil and Water Conservation Districts (SWCD), and consulting foresters will provide woodland owners with a comprehensive picture of the resources located on their property. These partners,

working as a team with the [State] Division of Forestry's Service Foresters, will assist landowners to accomplish their goals, e.g., by enhancing timber quality and potential, creating wildlife habitat, enhancing recreational potential, protecting soil and water resources, enhancing forest health, and directing landowners to cost-sharing opportunities for forest management and related conservation practices. We anticipate reaching 2,000 landowners with one-on-one technical assistance and influencing management on 20,000 new acres in this manner by September 30, 2012.

Pass through grants: \$10,000 of the funds will be passed to the Conservation Non-profit for xyz.

### **Accomplishment Reporting:**

The following accomplishment measures will be reported annually. Accomplishments will be reported according to agency guidance for the Performance Progress Report (SF-PPR). Additionally, [State] will complete and submit Spatial Analysis Project (SAP) Map 2, in accordance with current SAP Map 2 Guidance. As part of the Division of Forestry's normal five-year Forest Tax Law (FTL) review process, any FTL property that is up for re-inspection, and that falls within the current Statewide Assessment priority forest map, will be monitored and that information submitted to the USDA Forest Service. "Success Stories" will also be reported annually.

<b>Accomplishment/Performance Measure</b>	<b>Measure Type*</b>	<b>Grant Target</b>
Number of landowners receiving Forest Stewardship Program technical assistance.	National	2,000
Number of landowners participating in Forest Stewardship Program educational programs.	National	2,000
Acres of new and/or revised Forest Stewardship Management Plans	National	15,000
Acres of new and/or revised Forest Stewardship Management Plans in <i>Important Forest Resource Areas+</i>	National	5,000
Number of new and/or revised Forest Stewardship Management Plans	National	600
Total acres covered by current Forest Stewardship Management Plans (cumulative)	National	50,000
Total acres in <i>Important Forest Resource Areas+</i> covered by current Forest Stewardship Management Plans (cumulative)	National	15,000
Base NIPF acres in <i>Important Forest Resource Areas+</i>	National	N/A
Total number of acres in <i>Important Forest Resource Areas+</i> being managed sustainably, as defined by a current Forest Stewardship Management Plan*(Cumulative)	National	15,000
Number of new and/or revised EQIP Management Plans++	National	100
Acres of new and/or revised EQIP Management Plans++	National	2,000
Acres (and percent) of priority habitat areas where stewardship activities are protecting, conserving, and enhancing wildlife and fish habitat	National	1,000
Stand establishment: regeneration (natural or artificial)	Regional	1,500
Recreation and archeological enhancement	Regional	400

+Important forest resource areas are defined as "high priority forests" in the Statewide Forest Assessment.

++Report the number of new or revised management plans and acres that were created using EQIP (Practice 106) cost-share assistance.

\* Measure Types:

National = National S&PF Program accomplishment/performance reporting measure

Region = Region-specific accomplishments reporting measure

**Budget:**

This table provides additional budget information to complement the SF 424A summary.

<b>Budget Items by SF 424A Object Class Categories</b>	<b>Federal \$</b>	<b>State Match \$</b>	<b>Other Match \$</b>	<b>Source of “Other Match”</b>
<b>a. Personnel</b>	160,000	100,000	60,000	Charitable Trust
<b>b. Fringe Benefits</b>	20,000	20,000		
<b>c. Travel</b>				
In-state landowner assistance visits and workshops	1,000		1,000	Conservation Nonprofit
<b>d. Equipment</b>				
LCD projector (for workshops)	1,500	1,500		
<b>e. Supplies</b>	500	500		
<b>f. Contractual<sup>2</sup></b>				
Conservation Nonprofit pass- through grant	10,000		10,000	Conservation Nonprofit
<b>g. Construction</b>				
<b>h. Other</b>				
<b>i. Total Direct Charges</b> (sum of a-h)	153,000	122,000	71,000	
<b>j. Indirect Charges</b>	7,000	7,000		
<b>k. Totals</b> (i + j)	200,000	129,000	71,000	
<b>l. Program Income</b>				

**Grant Narrative for Urban and Community Forestry Program  
[State] Division of Forestry  
FY2011**

**Lead Contact:**

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**Purpose:**

To improve understanding of the benefits of tree cover in urban areas and communities; encourage maintenance of trees and community forests; and expand the number of communities managing their natural resources and the population effected by program assistance. The greatest priority for this grant period is to select priority communities and begin implementing strategies 2.3, 5.3, and 6.1 in the [State] Forest Resource Assessment and Strategy (June, 2010). A core priority is to increase the number of communities with tree boards, ordinances, public tree inventories, management plans, canopy cover goals, and professional arborists and foresters.

**Scope of Work:**

A *Demonstration City* grant initiative funded through this grant will help communities increase canopy cover assessments, develop canopy goals, and begin efforts to mitigate climate change. Additional support from S&PF grants will be necessary to begin large-scale projects and

improvements. We will continue to seek funding from various corporate, private, and government partnerships to support Project CommuniTree, Your Neighborhood Treeways, and other programs providing opportunities to increase canopy cover in communities. A majority of our core urban forestry budget will support program staff and related expenditures as we work with municipalities to address these issues. The following goal and objectives focus on issues identified in the [State] Forest Resource Assessment.

**Goal:** Provide statewide support to communities engaged in the comprehensive management of urban and community forestry resources.

Objective 1. Build program capacity at the community level.

Objective 2. Mitigate climate change impacts through energy conservation.

Objective 3. Outreach to underserved populations.

Objective 4. Improve air and water quality.

Objective 5. Enhance recreation opportunities.

**Change from Previous Year:** A significant reduction in available funds will impact the state's small grants and demonstration initiative. CommuniTree will focus on energy conservation and air quality to demonstrate and make progress on this objective from the State Strategy. The State Council will meet three times instead of four as has happened in the past.

### **Methodology and Timeline:**

Multiple objectives will be addressed through the following activities:

- Support existing and encourage 5 new municipal tree care programs by providing the following technical assistance:
  - Tree board development and project assistance.
  - Promoting canopy cover goal determination and strategic planning.
  - Volunteer and municipal training and workshops (at least 4 workshops).
  - Tree establishment, pruning, and care workshops (at least 4 workshops).
- Encourage municipal tree inventories, management plans, and software for “Developing” Communities through contracts with private entities and the “i-Tree” suite.
- The [state] watershed forester will assist communities in the River Watershed with determining existing canopy cover, setting tree planting goals, and outreach.
- Fund at least 2 demonstration projects to implement strategies in priority regions, as identified in the State Assessment. This will involve inventories, assessments, plans, and projects to enhance canopy cover by utilizing competitive Demonstration City grants funded from our core Federal FY11 grant.
- Develop corporate sponsorship and encourage volunteer participation: (1) expand the CommuniTree Program to additional areas, (2) increase private sector support for Your Neighborhood Treeways and local tree planting initiatives, and (3) promote the Arbor Day Poster Contest and celebration in all Tree City USA communities and schools.
- Promote utility compatible trees while reducing hazard trees through the continuation of the Municipal Tree Restoration Program.
- Promote sustained tree care by working with at least 5 communities to achieve the standards of the Tree City USA Program.
- Involve the UCF Council with all program components and continue to develop membership. Enhance public awareness of the UCF Council with high-profile tree planting through the Project CommuniTree and Your Neighborhood Treeways Programs.

[State] utilizes approximately 3 1/3 FTE's for program delivery (Program Coordinator + Technical Specialist + Partnership Coordinator + 1/3 FTE from Landowner Assistance Foresters). Our Technical Specialist provides assistance to municipal governments and

community tree boards statewide. The Program Coordinator and Landowner Assistance Foresters also provide technical assistance:

- Regular community contacts for program assistance and project development.
- Organizational and urban forestry assistance to new communities.
- Community and regional workshops including: Tree Risk Assessment, tree selection & establishment, pruning, and defects & hazard trees.
- Development and distribution of informational and training materials.
- Hands-on and other training for municipal employees, volunteers, and tree board members.

All activities are ongoing. The State Council will meet three times to provide advisory support.

### **Accomplishment Reporting:**

The following accomplishment measures will be reported annually. Grant targets for this grant period have been established and are reflected below. Accomplishments will be reported according to agency guidance for the Performance Progress Report (SF-PPR).

<b>Accomplishment/Performance Measure</b>	<b>Measure Type*</b>	<b>2010 Grant Final</b>	<b>2011 Grant Target</b>
Number of "Managing" Communities+	National	6	10
Number of "Developing" Communities++	National	40	45
Number of volunteer hours contributed to Urban & Community Forestry Programs	National	3000	3300
Population of communities benefiting from S&PF activities that result in energy conservation.	National	N/A	100,000
Population of communities benefitting from UCF activities designed to contribute to an improvement in air quality	National	N/A	50,000

+Managing communities have all of the following: management plan; professional staff/contract; ordinance; tree board/advocacy organization.

++Developing communities received State assistance in the current year and have at least one of the following: management plan; professional staff/contract; ordinance; tree board/advocacy organization.

\* Measure Types: National = National S&PF Program accomplishment/performance reporting measure

An annual program accomplishment report and CARS data will be provided by October 18, 2011. To determine the number of managing and developing communities, the following will be reported in CARS: number of communities with (1) a management plan, (2) professional forestry staff/contracted services, (3) UCF related ordinance(s), and (4) tree advocacy groups/advisory organizations. These data, subgrant information, and two-page State accomplishment report and photos will be submitted the regional S&PF office by October 18, 2011.



**Budget:**

This table provides additional budget information to complement the SF 424A summary.

<b>Budget Items by SF 424A Object Class Categories</b>	<b>Federal \$</b>	<b>State Match \$</b>	<b>Other Match \$</b>	<b>Source of “Other Match”</b>
<b>a. Personnel</b>	100,000	100,000		
<b>b. Fringe Benefits</b>	10,000	15,000		
<b>c. Travel</b>				
Urban Committee and UCF council meeting travel	4,500			
<b>d. Equipment</b>				
Handheld digital recorders for tree inventories in 2 cities (20 devices)			20,000	Private company
<b>e. Supplies</b>	2,500	2,000		
<b>f. Contractual</b>				
Demonstration City Grants	75,000		75,000	Local recipients
Private contract for 2 demo projects	50,000	50,000		
<b>g. Construction</b>				
<b>h. Other</b>				
In-house production of promotional materials	1,000	1,000		
<b>i. Total Direct Charges</b> (sum of a-h)	243,000	168,000	95,000	
<b>j. Indirect Charges</b>	27,000	27,000		
<b>k. Totals</b> (i + j)	270,000	195,000	95,000	
<b>l. Program Income</b>				